



City of Long Beach
DEPARTMENT OF HUMAN RESOURCES

Request for Exception to City's Step Placement

REQUESTING DEPARTMENT

Department/Bureau/Division _____

Applicant's Name: _____

Classification/Grade-Level: _____ Requisition Number: _____

Pay Rate Requested: _____
Salary Range/Step Hourly Pay Rate

Previous Position Title, Date, and Hourly Pay Rate for which this request is based:

Attach: 1) Copy of the most recent pay stub; and 2) Resume or Application.

Brief Explanation for Request: _____

Department Contact Person/Title: _____ Phone ext: _____

Signature of Department Head or Designee _____ Date _____

HUMAN RESOURCES DEPARTMENT

Approved: _____ Not Approved: _____
Salary/Range/Step Hourly Pay Rate

Comments: _____

Personnel Analyst _____ Signature of Director of Human Resources or Designee _____ Date _____